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A Guide to Doing Business With the Department of State

June 1989



Department of State Publication 9335
Bureau of Management
Office of Small and Disadvantaged Business Utilization

Revised June 1989

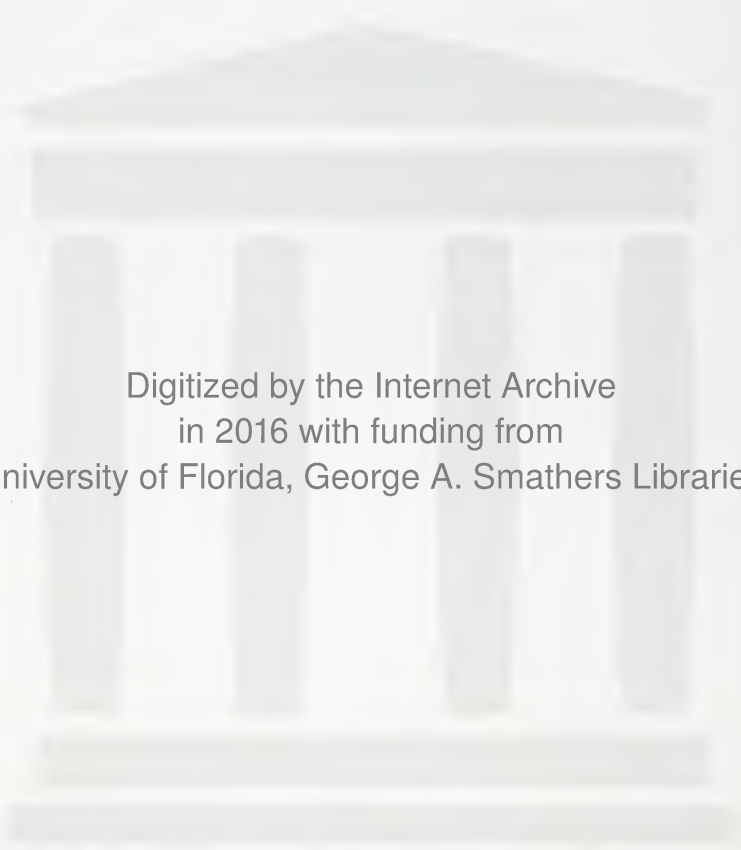
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INTRODUCTION

A Guide to Doing Business With the Department of State is designed to familiarize small, minority and female-owned businesses with the Department's procurement program. The *Guide* is intended to assist those small, minority and female-owned firms seeking to do business with the Department in identifying procurement opportunities within the Department.

The *Guide* is issued by the Office of Small and Disadvantaged Business Utilization (M/SDBU), located in Arlington, Virginia, in State Annex 6, 1701 North Fort Myer Drive, Room 212. The office is responsible for implementation of the Department of State's activities on behalf of small and disadvantaged businesses and female-owned businesses in accordance with Public Law 95-507 and Executive Order 12138.

The *Guide* is divided into four sections. Section A (1) summarizes the Department's procurement program, (2) describes the Department's acquisition under the Diplomatic Security Act, and (3) lists user-office contacts under the various categories of products and services for which the Department of State contracts. Section B contains (1) a briefing memorandum to small, disadvantaged, and female business owners concerning the Department's Small, Disadvantaged, and Female Business Program, (2) a Vendor Survey Form which is used by the Department as a bidder's mailing list application, and (3) a listing of all Federal Offices of Small and Disadvantaged Business Utilization (OSDBU). Section C lists subcontracting opportunities available through the Department's larger prime contractors. Section D lists contacts for trade and investment-related issues.



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Section A

- **Procurement Program Profile**
- **Acquisition under the Omnibus Diplomatic Security
and Antiterrorism Act of 1986**
- **User-Office Contacts**

Procurement Program Profile

The mission of the Department of State is the making and conduct of foreign policy. The Department seeks qualified small businesses, minority-owned businesses, and female-owned businesses to participate in the acquisition process in support of this mission.

The Procurement Division, Office of Supply, Transportation, and Procurement, is the Department's principal procuring activity. It provides the full range of acquisition services in support of domestic and worldwide operations, i.e., research and development, supplies, equipment, and services.

Major procurements include the DOSTN (Department of State Telecommunications Network); Automated Data Processing Distributed Systems; Worldwide Diplomatic Security Support, Narcotics Eradication, Communications Equipment; and Furnishings for Embassies and Consulates. The contract spectrum includes the following:

Research and Development

Research and development is conducted in support of such programs as physical security, operation of worldwide telecommunications networks, and computer applications.

Supplies and Equipment

There are ongoing requirements for the following types of supplies and equipment. Many of these procurements are suitable for small business participation and some offer subcontracting possibilities.

- (a) Telecommunications equipment for use worldwide.
- (b) Computer software/hardware equipment and applications. Software and programming requirements are particularly suited to small business participation.
- (c) Security equipment for the physical protection of diplomatic personnel and installations.
- (d) Household furnishings for embassies and consulates.

Services

- (a) Certain construction management and architectural design services.
- (b) Continuing requirements for maintenance services for communication equipment.
- (c) Requirements for packing and storage of household goods provide an excellent opportunity for small business participation.
- (d) General labor services, i.e., moving, messenger, clerical.
- (e) Management studies and surveys relating to mission activities.

All of the procurement activities described above are conducted by the centralized Procurement Division located in Rosslyn, Virginia. The mailing address is:

U.S. Department of State
Procurement Division
P. O. Box 9115, Rosslyn Station
Arlington, Virginia 22209

Other specialized procuring activities are described below:

1. *Foreign Buildings Office*

(a) Substantial architectural and engineering contract requirements exist related to the construction and rehabilitation of diplomatic buildings and installations in foreign countries.

(b) Numerous supply contracts, chiefly for hardware and fixtures to be furnished to construction contractors on foreign sites as government-furnished equipment, are suitable for small business participation.

2. *Foreign Service Institute*

(a) The major focus of this procurement is upon individual guest lecturers, primarily in the political, economic, and foreign area fields.

(b) Book and publication procurement is most often directly from publishers.

3. *Office of Overseas Schools*

Operates a small procurement program in support of American schools in foreign countries.

4. *Library*

Conducts a small book and publication procurement program, usually directly from publishers.

5. *Language Services Division*

Contracts with individual translators and interpreters.

6. *Office of Foreign Missions*

Limited engineering, building maintenance, and renovation business opportunities exist related to the rehabilitation of certain foreign missions property within the United States in the custody of the Department of State. Firms interested in such contract opportunities should contact Mrs. Durie White, Office of Small and Disadvantaged Business Utilization, Department of State, SA-6, Room 210, Washington, D.C. 20522-0602. Telephone (703) 875-6824.

Acquisition Under the Omnibus Diplomatic Security and Antiterrorism Act of 1986

For each of the fiscal years 1988 through 1992, Congress has authorized funds to be appropriated to carry out diplomatic security construction, acquisitions, and operations, pursuant to the Department of State's Supplemental Diplomatic Security Program.

In the area of embassy design and construction, there are currently 55 capital projects planned through 1992. Information regarding these projects is released through the *Commerce Business Daily* and other construction trade publications when the projects are ready to be designed, constructed, or government-furnished materials are to be purchased.

Firms interested in performing embassy construction should direct their attention to Section 402 of the Omnibus Diplomatic Security and Antiterrorism Act of 1986. Section 402 addresses preference for United States contractors, utilization of minority and small business contractors, qualifications criteria, and subcontracting limitations on construction projects.

Limited contracting opportunities may exist for government-furnished equipment (GFE) such as bills of material (BOMs) for post communication centers and for security materials. Interested firms should contact Leroy Wallin at the following address:

Department of State
A/FBO
SA-6, Room 411
Washington, D.C. 20522-0602
Telephone: (703) 875-6286

Any firm which has a new or innovative product (R&D) which could be used to enhance security at a U.S. Embassy abroad, may contact Rudy Jackson at the following address:

Department of State
DS/OSP/PSD
SA-6, Room 804
Washington, D.C. 20522-0602

Other products such as bullet-proof glass, closed-circuit televisions, intrusion detection devices, and the like, are also part of the procurement pattern under the security program. Firms wishing to market such products should contact Nicholas Mariano of the Department's Physical Security Division at the aforementioned address.

Firms interested in performing services related to embassy security such as security engineering, construction management, construction

surveillance, and the like, should contact Mr. Wayne Algire at the following address:

Department of State
DS/NBSM
SA-6, Room 804
Washington, D.C. 20522-0602

For planning purposes, it is projected that during FY-89 and FY-90, architect engineer and/or construction projects at the following Foreign Service posts will be advertised or awarded; Santiago, Chile; Rabat, Morocco; Stockholm, Sweden; Jerusalem; Jeddah, Saudi Arabia; Colombo, Sri Lanka; Belgrade, Yugoslavia; Singapore; Tel Aviv, Israel; Port Moresby, Papua New Guinea; Tunis, Tunisia; Algiers, Algeria; Bangkok, Thailand; Bogota, Colombia; Djibouti, Djibouti; Istanbul, Turkey; Lima, Peru; and Seoul, Korea.

**U.S. Department of State
Washington, D.C. 20520**

User-Office Contacts

Architectural, Engineering and Design Services (Construction)

Office of Foreign Buildings

Room 302, SA-6

Mr. LeRoy Wallin (Acquisitions) 875-6286

Mr. Richard Natale (Acquisitions) 875-6283

Mr. Charles G. Krips (Acquisitions) 875-6282

Mr. C. Rex Hellmann (A) 875-6184

Mr. Peter Gurvin (D) 875-6115

Mr. Charles Mallett (Minority Business
Coordinator) 875-6586

Audio-Visual Services and Products

a. Publishing Services Division

Room 1754, N.S.

Ms. Rose Grover 647-1082

b. General Services Division

Room B-258, N.S.

Mr. Richard Jimney 647-1634

c. Foreign Service Institute (FSI/AV)

Room C-1, SA-3

Mr. Jack Collier 875-5293

d. Bureau of Diplomatic Security (DS/PLD/TC)

Room 220, SA-11

Mr. Jeff Bozworth 875-7482

Building Interior Furnishings (Foreign)

Office of Foreign Buildings

Room 412, SA-6

Ms. Vivien Woofert 875-6254

**Building Maintenance and General Services
(Domestic)**

(Includes office machine and equipment maintenance and repair,
labor services, local transportation services, etc.)

General Services Division

Room 1439, N.S.

Mr. Jim Mitchell 647-3630

Office of Operations
Facilities Management Division
Room 1481, N.S.
Mr. Frank Mashuda

647-5610

Building Maintenance and General Services (Foreign)

Office of Foreign Buildings
Room 939, SA-6
Mr. James Schoonover

875-7025

Building Materials/Supplies

(Includes plumbing supplies, paint manufacturing, carpentry
supplies, retrofit, industrial supplies and equipment, etc.)

Office of Foreign Buildings

Mr. Fred Bunke

875-6338

Room 612, SA-6

Mr. Oris Rives

875-6275

Room 411, SA-6

Cartographic Services

Office of the Geographer

Room 8742, N.S.

Mrs. Sandra H. Shaw

647-2022

Catering Services

Office of Protocol

Room 1238, N.S.

Mr. William Wood

647-1935

Communication Equipment/Maintenance Services

(Includes drafting, servicing communications equipment at U.S.
Embassies, repair of UHF/VHF radio equipment, electronics training,
etc.)

Office of Communications

Room 212, SA-21

Mr. Gary Swapp

557-2800

Computer Supplies and Accessories

Information Systems Office

Room 1916, N.S.

Mr. Harold Niebel

647-6981

Construction Services (Foreign)

Office of Foreign Buildings

Room 411, SA-6

Mr. LeRoy Wallin (Acquisitions)

875-6286

Mr. Joseph Toussaint (Const.
Management) Room 460, SA-6

875-6300

Data Processing/Data Entry/Software Services

a. Information Systems Office
Room 1916, N.S.

Mr. Karl Sanger

647-1036

Mr. Harold Niebel

647-6981

Mr. Yang Kim

647-2329

Mr. LeRoy Donahue

647-8641

b. Bureau of Consular Affairs
Room W-711, SA-1

Mr. Rex Kimbro

663-1113

c. Office of Passport Services
Room 414, SA-17

Mr. James Schwartz

326-6123

d. Office of Information Technology Planning Staff
Room 205, SA-20

Mr. Neil Rudd

673-6394

e. Foreign Service Institute
Room 1017, SA-3

Mr. Robert Marshall

875-5417

Educational Materials/Supplies

a. Office of Overseas Schools
Room 234, SA-6

Mr. Ernest N. Mannino

875-6220

b. Foreign Service Institute
B-Level, SA-3

Ms. Jayetta Neal

875-5393

Electronic and Physical Security Services/Equipment

(Includes security engineering, technical security, counter-terrorism, audio countermeasures, personal protective equipment, firearms and ammunition, safety and escape mechanisms, special first-aid kits, etc.)

Bureau of Diplomatic Security
Room 2513, N.S.

Mr. Gregory Bujac

647-1032

Mr. Nicholas Mariano

875-6561

SA-6, Room 804

Mr. Robert Grant

644-3321

SA-7, Fullerton Industrial Park

Mr. Jim Walsh

644-3313

Engineering Services (Construction)

Office of Foreign Buildings	
Mr. Richard Natale	875-6283
Room 412, SA-6	
Mr. Charles Krips	
Room 412, SA-6	875-6282

Engineering Services (Non-Construction)

a.	Bureau of Diplomatic Security (DS/CMP/SDE)	
	SA-7	
	Mr. Robert Grant	644-3321
b.	Office of Communications	
	Room 212, SA-21	
	Mr. Gary Swapp	557-2800

Furnishings and Appliances, Office and Household*

(Includes household and office furniture, floor coverings, draperies, awnings, etc.)

Office of Foreign Buildings	
Room 412, SA-6	
Ms. Vivien Woofter	875-6254

International Political and Economic Affairs and Social Science Research

Bureau of International Narcotics Matters	
Room 7336, N.S.	
Mr. Tim Henderson	647-1918

Labor Services

General Service Division	
Room 1439, N.S.	
Mr. James M. Mitchell	647-3630

Language/Translation Services

Office of Language Services	
Room 2214, N.S.	
Mr. Harry Obst	647-1528

*Subcontracting opportunities may also exist within major, competitively awarded contracts of approximately \$5 million per annum. Contact Mr. Joseph Kozlowski; 875-6018.

Library/Subscription Services

The Library

Room 3239, N.S.

Ms. Alpha Rose*

647-1875

Machine and Equipment Maintenance/Repair

Office of Operations, Facilities Management

Division

Room 1481, N.S.

Mr. Theodore Zotto

647-5610

Medical Services/Supplies

Medical Services

Room 2906, N.S.

Mr. Elmer R. Higgs

647-3616

Mental Health Care/Services

Office of Medical Services

Employee Services Division

Room 2237, N.S.

Ms. Ann Weiss

647-4929

Microfilming/Micrographics

Records Management Staff (FAIM/RM)

Room 1239, N.S.

Ms. Kathleen Lannon

647-6041

Overseas Employee Associations

Manufacturers and distributors interested in selling wholesale grocery products, exchange items and recreational supplies to U. S. Employee Associations overseas should contact:

Mr. Ravi Sikand, Director

Office of Commissary and Recreation Affairs

(OPR/STP/CR)

Room 510, SA-6

(703) 875-6088

(See page A-12 for a list of U. S. Foreign Service posts having U. S. Employee Associations).

*Manages Department's Commercial Library Program.

Publishing, Printing, Reproduction Equipment/Supplies and Editorial Services

- a. Publishing Services Division
Room 1853, N.S.
Mr. Howard Gaidick 647-2517
Mr. Theodore R. Mavritte 647-8662
- b. Bureau of Public Affairs, Public Information
Division
Room 5819, N.S.
Ms. Donna Kreisberg 647-6722

Safety and Rescue Equipment

- a. Bureau of Diplomatic Security (DS/CMP/SDE)
SA-7
Mr. Robert Grant 644-3321
- b. Office of Foreign Buildings
Room 610, SA-6
Mr. Gilbert Lindley 875-6988

Small Purchases,

- Office of Supply, Transportation and Procurement
Room 528, SA-6
Ms. Ruby Green 875-6019

Training*

- a. Office of Foreign Service Career
Development and Assignments
Room 2807, N.S.
Ms. Elayne Urban 647-3308
- b. Office of Civil Service Career
Development and Assignments
Room 2427, N.S.
Ms. Theresa A. Manly 647-7252
- c. Office of Equal Employment Opportunity
and Civil Rights
Room 4216, N.S.
Ms. Azucena Vasquez 647-9040
- d. Foreign Service Institute
Room 901, SA-3
Mr. Gary D. Crawford (Language) 875-5241
Ms. Maria King (Clerical/Admini-
strative) 875-7278

*Training programs with government-wide application should, in most instances, be channeled through the Office of Personnel Management (OPM). Contact Ms. Letithia Robinson, OPM, 632-6028 for information.

Dr. Gordon Winkler (Area Studies) 875-5160
Room 402, SA-3
Ms. Judy Mullen (Contracting Officer) 875-5393

e. Office of Communications (OC/RM/TR)
P.O. Box 3050
Warrenton, VA 22186
Mr. John N. Kennedy 557-1834

f. Bureau of Diplomatic Security
Room 220, SA-11
Mr. Jeff Bozworth 875-7482

Transportation/Packing/Shipping/Storage (Household Effects)

a. Office of Transportation
Room 1058, N.S.
Mr. Christopher G. Mayers 647-2915

b. Office of Supply, Transportation, and
Procurement
Room 528, SA-6
Mr. Harry Lundy 875-6014

Word/Data Processing Supplies and Accessories

Information Systems Office
Room 1916, N.S.
Mr. Harold Niebel 647-6981

* * * * *

For further information contact:

Mr. Robert A. Cooper, Jr.
Director, Office of Small and Disadvantaged
Business Utilization
Room 212, SA-6
Telephone: 875-6823

or

Mrs. Durie White
Assistant Director, Office of Small and
Disadvantaged Business Utilization
Room 210, SA-6
Telephone: 875-6824

Telephone area codes: (202) for numbers beginning with 647 and 632 (703) for all others.

**State Department Foreign Service Posts
That Operate Overseas Employee Associations**

Location of Office	Type of Office
Abidjan, Côte d'Ivoire	Embassy
Accra, Ghana	Embassy
Addis Ababa, Ethiopia	Embassy
Alexandria, Egypt	Consulate General
Algiers, Algeria	Embassy
Amman, Jordan	Embassy
Ankara, Turkey	Embassy
Antananarivo, Madagascar	Embassy
Asuncion, Paraguay	Embassy
Athens, Greece	Embassy
Bamako, Mali	Embassy
Bangkok, Thailand	Embassy
Banjul, The Gambia	Embassy
Beijing, China	Embassy
Belgrade, Yugoslavia	Embassy
Bogota, Colombia	Embassy
Bonn, Germany	Embassy
Brasilia, Brazil	Embassy
Brazzaville, People's Republic of Congo	Embassy
Bridgetown, Barbados	Embassy
Brussels, Belgium	Embassy
Bucharest, Romania	Embassy
Budapest, Hungary	Embassy
Buenos Aires, Argentina	Embassy
Bujumbura, Burundi	Embassy
Cairo, Egypt	Embassy
Canberra, Australia	Embassy
Cape Town, South Africa	Consulate General
Caracas, Venezuela	Embassy
Colombo, Sri Lanka	Embassy
Conakry, Guinea	Embassy
Copenhagen, Denmark	Embassy
Cotonou, Benin	Embassy
Dakar, Senegal	Embassy
Damascus, Syria	Embassy
Dar es Salaam, Tanzania	Embassy
Dhahran, Saudi Arabia	Consulate General
Dhaka, Bangladesh	Embassy
Dublin, Ireland	Embassy
Frankfurt, Germany	Consulate General
Freetown, Sierra Leone	Embassy
Gaborone, Botswana	Embassy
Geneva, Switzerland	Branch Office

Georgetown, Guyana	Embassy
Guadalajara, Mexico	Consulate General
Guangzhou, China	Consulate General
Guatemala City, Guatemala	Embassy
Guayaquil, Ecuador	Consulate General
Hamburg, Germany	Consulate General
Helsinki, Finland	Embassy
Hong Kong, Hong Kong	Consulate General
Islamabad, Pakistan	Embassy
Istanbul, Turkey	Consulate General
Jakarta, Indonesia	Embassy
Jeddah, Saudi Arabia	Consulate General
Karachi, Pakistan	Consulate General
Kathmandu, Nepal	Embassy
Khartoum, Sudan	Embassy
Kigali, Rwanda	Embassy
Kingston, Jamaica	Embassy
Kinshasa, Zaire	Embassy
Kuala Lumpur, Malaysia	Embassy
Kuwait, Kuwait	Embassy
La Paz, Bolivia	Embassy
Lagos, Nigeria	Embassy
Leningrad, USSR	Consulate General
Libreville, Gabon	Embassy
Lilongwe, Malawi	Embassy
Lima, Peru	Embassy
Lisbon, Portugal	Embassy
Lome, Togo	Embassy
London, England	Embassy
Lusaka, Zambia	Embassy
Madras, India	Consulate General
Madrid, Spain	Embassy
Managua, Nicaragua	Embassy
Manila, Philippines	Embassy
Mexico City, Mexico	Embassy
Mogadishu, Somalia	Embassy
Monrovia, Liberia	Embassy
Montevideo, Uruguay	Embassy
Montreal, Canada	Consulate General
Moscow, USSR	Embassy
Muscat, Oman	Embassy
Nassau, Bahamas	Embassy
New Delhi, India	Embassy
Niamey, Niger	Embassy
Nouakchott, Mauritania	Embassy
Oslo, Norway	Embassy
Ottawa, Canada	Embassy
Ouagadougou, Burkina Faso	Embassy

Panama City, Panama	Embassy
Paris, France	Embassy
Port-au-Prince, Haiti	Embassy
Port-of-Spain, Trinidad	Embassy
Prague, Czechoslovakia	Embassy
Pretoria, South Africa	Embassy
Quito, Ecuador	Embassy
Rabat, Morocco	Embassy
Rangoon, Burma	Embassy
Rio de Janeiro, Brazil	Consulate General
Rome, Italy	Embassy
San Jose, Costa Rica	Embassy
San Salvador, El Salvador	Embassy
Sanaa, Yemen	Embassy
Santiago, Chile	Embassy
Santo Domingo, Dominican Republic	Embassy
Sao Paulo, Brazil	Consulate General
Seoul, Korea	Embassy
Singapore, Singapore	Embassy
Sofia, Bulgaria	Embassy
Stockholm, Sweden	Embassy
Tegucigalpa, Honduras	Embassy
Tel Aviv, Israel	Embassy
Thessaloniki, Greece	Consulate General
Tokyo, Japan	Embassy
Toronto, Ontario, Canada	Consulate General
Tunis, Tunisia	Embassy
Vienna, Austria	Embassy
Vientiane, Laos	Embassy
Warsaw, Poland	Embassy
Yaounde, Cameroon	Embassy

Mailing Address Form

A four-digit add on ZIP Code list for overseas posts is published in the *Key Officers of Foreign Service Posts* booklet (Department of State publication 7877). This publication can be obtained from the Superintendent of Documents, U.S. Government Printing Office. These additional four-digits must be added to the five-digit ZIP Code for overseas mail.

Administrative Officer
(for Commissary Officer)
American Embassy*/Name of Post City
Department of State
Washington, D.C. 20521—0000

*Or Consulate General or Consulate, as appropriate.

Section B

- **Memo to Small, Disadvantaged, and Female Business Owners**
- **Vendor Survey Form**
- **Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)**

Small, Disadvantaged, and Female Business (SD&F) Owners

The Department of State is steadily and substantially increasing participation by small and small-disadvantaged businesses, female-owned businesses, and labor surplus area businesses in a broad spectrum of acquisitions through the expanded use of small, disadvantaged and female-owned business firms locally, nationally and internationally. These acquisitions range from recurring needs for goods or services to one-time needed procurements or research projects. Good results have been achieved principally through a daily intensive review of acquisitions and/or increased efforts by user offices to locate SD&F suppliers. Also, we have kept close liaison with local and regional offices of the Small Business Administration which have furnished names of suppliers of goods or services. In addition, we search our vendor file, using Product and Service (P&S) codes, to locate prospective suppliers. Using the foregoing methodology, the Department is gradually broadening its base of information on SD&F firms. More and more suppliers in the under \$25,000 acquisition category will be awarded to SD&F firms and, similarly, larger acquisitions should increase substantially.

For example, Washington, D.C. receives many requisitions for services ranging from transportation to software and maintenance of hardware, communications and building maintenance.

Beyond the District of Columbia, SD&F firms in various cities throughout the United States have participated in advertising, architectural and engineering design, computer software services, messenger vehicle maintenance and international affairs research.

In recent months the Department has extended SD&F firm participation in its acquisitions beyond the Continental United States, primarily in the drug abuse and narcotics control program and in renovation, rehabilitation, and maintenance of U.S. Embassies overseas. Administrative statistical research type acquisitions to be performed abroad will also be given to qualified small, disadvantaged and female-owned businesses.

Whenever a conference is held by the Department of State a variety of local facilities are utilized. These are: motel/hotel space, vehicle rentals, telephones, clerical help and advertising.

I invite all firms wishing to do business with the Department of State to compete with other suppliers by asking to be placed on our vendor/bidder's list. Please see attached application. If you do not have a Contractor Establishment Code Number the Department will obtain one for your firm. Also, please list up to five (5) products and/or services offered by your firm.

When complete, please remit to:

Small/Minority Business Enterprise
Coordinator
M/SDBU, Room 212, SA-6
Department of State
Washington, D.C. 20522-0602

If there are any questions, please call Mr. Robert A. Cooper, Jr. or Mrs. Durie N. White on (703) 875-6823. Thank you for your interest in being of service to the Department of State.

Sincerely,

Robert Dickson
Chief, Procurement
Division

Enclosure:

Vendor File Data Sheet

Vendor Survey Form

Contractor Establishment Code Number (9 Digits) _____

Parent Company CEC (if applicable) _____

Company Name _____

Company Division _____

Street Address _____

Telephone Number (999-123-4567) _____

City _____ State _____ Zip _____

Country _____

Company Contact _____

	Yes (Y)	No (N)
Educational Institution	_____	_____
Non-Profit Organization	_____	_____
Small Business	_____	_____
Minority-Owned Business	_____	_____
*Female-Owned Business	_____	_____
American-Indian-Owned Business	_____	_____
8(a) Certified Business	_____	_____
Date Firm Established (YYMMDD)	_____	_____

*For Female-Owned business the number one is used to indicate an affirmative reply and the number two for a negative reply.

Product or service code(s) covering the types of goods or services provided.
(Should this information not be available, please indicate below the type of goods or services provided by your firm.)

Federal Offices of Small and Disadvantaged Business Utilization (OSDBU)

Directory of Directors and Women in Business Representatives (WIBR)

The following offices offer small businesses information and guidance on procurement procedures; how to be placed on a bidder's mailing list; and identification of both prime and subcontracting opportunities.

Departments

Department of Agriculture
14th & Independence Ave., S.W.
Room 127-W
Washington, D.C. 20250
Telephone: (202) 447-7117
Attn: Mr. Casey Mann
Director, OSDBU

Department of Commerce
14th & Constitution Ave., N.W.
Room 6411
Washington, D.C. 20230
Telephone: (202) 377-3387
Attn: Mr. James Maruca
Director, OSDBU

Department of Defense
The Pentagon—Room 2A330
Washington, D.C. 20307
Telephone: (202) 694-1151
Attn: Mr. Horace Crouch
Director, OSDBU

Department of the Air Force
The Pentagon—Room 4C255
Washington, D.C. 20330
Telephone: (202) 697-4126
Attn: Mr. Donald Rellins
Director, OSDBU

Women in Business Representatives

Ms. Belinda Ward
(202) 447-7117

Ms. Rosemary Mullany
(202) 377-1472

Ms. Tracey Pinson
(202) 697-1688

Mr. Pat Heller
Ms. Claudia L. Naugle
(202) 697-5373

Department of the Army
The Pentagon—Room 2A712
Washington, D.C. 20301
Telephone: (202) 697-7753
Attn: Mr. Daniel R. Gill
Director, OSDDBU

Ms. Dora H. Thomas
(202) 697-2868

Department of the Navy
Building 5 Crystal Plaza
Room 120
Washington, D.C. 20360
Telephone: (202) 692-7122
Attn: Mr. Don Hathaway
Director, OSDDBU

Ms. Janet Koch
(202) 692-7122

Defense Logistics Agency
Cameron Station
Alexandria, VA. 22314
Telephone: (703) 274-6471
Attn: Mr. Raymond Dellas
Director, OSDDBU

Ms. Elizabeth Parsons
(703) 274-6471

Department of Education
330 C Street, S.W.
Room 4329
Washington, D.C. 20202-2410
Telephone: (202) 732-4500
Attn: Mr. Daniel Levin
Director, OSDDBU

Department of Energy
1000 Independence Ave., S.W.
Room 1E061
Washington, D.C. 20585
Telephone: (202) 586-8201
Attn: Mr. Leo Miranda
Director, OSDDBU

Mr. Frank Shuler
(202) 586-8998

Department of Health and Human
Services
200 Independence Ave., S.W.
Room 513D
Washington, D.C. 20201
Telephone: (202) 245-7300
Attn: Mr. Richard Clinkscales
Director, OSDDBU

Ms. Angel Graves

Department of Housing and Urban
Development
7th & D Streets, S.W.
Room 10226
Washington, D.C. 20410
Telephone: (202) 755-1428
Attn: Ms. Elaine Dudley
Acting Director, OSDBU

Department of the Interior
18th & C Streets, N.W.
Room 2527
Washington, D.C. 20240
Telephone: (202) 343-8493
Attn: Ms. Charlotte Spann
Director, OSDBU

Department of Justice
10th & Pennsylvania Ave., N.W.
Washington, D.C. 20530
Telephone: (202) 724-6271
Attn: Mr. Enos Roberts
Director, OSDBU

Department of Labor
200 Constitution Ave., N.W.
Room S-1004
Washington, D.C. 20210
Telephone: (202) 523-9148
Attn: Mr. Walter Terry
Director, OSDBU

Department of State
(Mailing Address)
Room 212, SA-6
Washington, D.C. 20522-0602
Telephone: (703) 875-6823
Attn: Mr. Robert A. Cooper, Jr.
Director, OSDBU

Department of Transportation
400 - 7th Street, S.W.
Washington, D.C. 20590
Telephone: (202) 366-9750
Attn: Ms. Eunice Thomas
Director, OSDBU/MRC

Ms. Doris Sanford
(202) 343-4907

Ms. Elinor Geary
(202) 724-6271

Ms. Katherine Lee
(202) 523-9151

Mrs. Durie N. White
(703) 875-6824

Ms. Pat L. Hodge
(202) 366-1902

Department of the Treasury
15th & Pennsylvania Ave., N.W.
Room 1306 Main Treasury
Washington, D.C. 20220
Telephone: (202) 566-9616
Attn: Ms. Jill E. Kent
Acting Director, OSDBU

Debra Sonderman
Small Business Program
Manager
Department of the Treasury
Room 1458
15th & PA. Ave., N.W.
Washington, D.C. 20220
566-9616

The majority of Independent Agencies do not have designated Officers of Small Disadvantaged Business Utilization. Specific personnel as indicated assume such responsibilities.

Independent Agencies

ACTION
1735 I Street, N.W.
Paramount Bldg. (Loc.)
806 Connecticut Ave., N.W.
(Mailing Address)
Washington, D.C. 20525
Telephone: (202) 634-9148
Attn: Mr. Donald Poczik
Acting Chief, Procurement
Branch

Ms. Nancy Boss
Director, Equal
Opportunity Staff
(202) 634-9312

**Administrative Office of U.S.
Courts**
719 - 13th St., N.W.
5th Floor
Washington, D.C. 20544
Telephone: (202) 633-6239
Attn: Mr. Paul R. Truell
Chief, Procurement and
Property Management
Branch

Mr. Ralph Simons
(202) 633-6299

AID
(Mailing Address)
TT-2, Room 1400A
Washington, D.C. 20523
Telephone: (703) 875-1551
Attn: Mr. John L. Wilkinson
Acting Director, OSDBU/MRC
Office of Business Relations

Ms. Betty Briscoe
(703) 875-1551

Civil Aeronautics Board
1825 Connecticut Ave., N.W.
Washington, D.C. 20428
Telephone: (202) 632-8244
Attn: Mr. Columbus D. Jude, Sr.
Director, Office of
Administrative Support
Operation

Commodity Futures Trading
Commission

Ms. Patricia Landis
(202) 254-9735

2033 K Street, N.W.
Washington, D.C. 20581
Telephone: (202) 254-9524
Attn: Mr. Edward Jon Guss
Director, Division of Management,
Program and Evaluation

and
Mr. Joseph F. Mink
Director, Administrative Services
Division
Telephone: (202) 254-9524

U.S. Consumer Product Safety
Commission

Mr. John Barrett
(301) 492-6570

1111 - 18th Street, N.W.
Washington, D.C. 20207
Telephone: (202) 492-6621
Attn: Mr. David Schmeltzer
Director, Office of Compliance

Environmental Protection Agency

Ms. Margie Wilson
(703) 557-7305

1921 Jefferson Davis Highway
Crystal Mall #2, Suite 1108

Arlington, VA. 20460
Telephone: (703) 557-7777

Attn: Mr. John M. Ropes
Director, OSDBU

Executive Office of the President
Room 424

Washington, D.C. 20500
Telephone: (202) 395-3314

Attn: Mr. Ernest Roane
Chief, Procurement
and Contracts Branch

Export-Import Bank
811 Vermont Ave., N.W.
Room 1031
Washington, D.C. 20571
Telephone: (202) 566-8951
Attn: Ms. Helene H. Wall
Director, OSDBU

Farm Credit Administration
490 L'Enfant Plaza
Suite 4000
Washington, D.C. 20578
Telephone: (202) 755-2133
Attn: Mr. Donald E. Wilkinson
Governor

Ms. Mary Matthews
(202) 755-4394

Federal Communications Commission
1200 - 19th Street, N.W.
Room 326
Washington, D.C. 20033
Telephone: (202) 634-1528
Mailing Address:
PO Box 33639
Washington, D.C.
20033-0639
Attn: Mr. D. Kent Goodger
Chief, Procurement Division

FDIC
550 - 17th Street, N.W.
Washington, D.C. 20429
Telephone: (202) 389-4791
Attn: Mr. Andrew Freimuth
Director, Facilities
Operations

Federal Home Loan Bank Board
1700 G Street, N.W.
Washington, D.C. 20552
Telephone: (202) 377-6840
Attn: Mr. Columbus Jude, Sr.
Director, OSDBU

Federal Maritime Commission
Washington, D.C. 20573
Telephone: (202) 523-5911
Attn: Mr. Ronald Murphy
Director, Office of
Management Services

**Federal Mediation & Conciliation
Service**
2100 K Street, N.W.
Washington, D.C. 20427
Telephone: (202) 653-5310
Attn: Mr. Dan Funkhouser
Director, Administrative
Services

**Federal Emergency Management
Agency**
Federal Center Plaza
500 C Street, S.W.
Washington, D.C. 20472
Telephone: (202) 287-3826
Attn: Mr. Steve Goodman
Director, Office of Acquisition,
Management

**Board of Governors' Federal Reserve
System Procurement Section**
20th and Constitution Ave., N.W.
Washington, D.C. 20551
Telephone: (202) 452-3296
Attn: Mr. James Kimmel
Manager

Federal Trade Commission
600 E Street, N.W., Suite 700
Washington, D.C. 20580
Telephone: (202) 523-5552
Attn: Mr. Robert Walton
Director, OSD BU

Ms. Barbara Lorette
(202) 326-2257

**Foreign Claims Settlement
Commission of the United
States**
1111 - 20th Street, N.W.
Washington, D.C. 20579
Telephone: (202) 653-6159
Attn: Mr. Raymond Bell
Chairman

General Services Administration
18th and F Streets, N.W.
Room 6013
Washington, D.C. 20405
Telephone: (202) 566-1021
Attn: Mr. John F. Wynn, Jr.
Director, OSD BU

Ms. Darlene Gauer
(202) 566-1021

U.S. Information Agency
301 4th St., S.W.
Donohoe Building, Room 3728
Washington, D.C. 20547
Telephone: (202) 475-6431
Attn: Mr. Mike Green
Director, OSDBU

Interstate Commerce Commission
12th and Constitution Ave., N.W.
Room 3123
Washington, D.C. 20423
Telephone: (202) 275-7597
Attn: Mr. Dan King
Deputy Director, Office of
Public Assistance

National Aeronautics and Space
Administration
FB-10B-Code K
600 Independence Ave., S.W.
Room 116
Washington, D.C. 20546
Telephone: (202) 453-2087
Attn: Mr. Eugene Rosen
Director, OSDBU

National Endowment for the Humanities
1100 Pennsylvania Ave., N.W.
Room 405
Washington, D.C. 20506
Telephone: (202) 786-0438
Attn: Ms. Joy Evans
Public Information Officer

National Labor Relations Board
1717 Pennsylvania Ave., N.W.
Washington, D.C. 20570
Telephone: (202) 254-9200
Attn: Mr. Ernest Russell
Director, OSDBU

Ms. Paula Roy
(202) 634-1991

National Science Foundation
1800 G Street, N.W.
Washington, D.C. 20550
Telephone: (202) 357-9666
Attn: Mr. Donald Senich
Director, OSDBU

Nuclear Regulatory Commission
Room 7217 MNBB
Washington, D.C. 20555
Telephone: (202) 492-4665
Attn: Mr. William B. Kerr
Director, OSDBU

Mr. Harris Coleman
(202) 492-4665

Office of Personnel Management
1900 E Street, N.W.
Room 1342
Washington, D.C. 20415
Telephone: (202) 632-6274
Attn: Mr. Dan Clark
Technical Advisor, Small
and Disadvantaged
Business Program

Ms. Barbara Boeheim
(202) 632-4791

Peace Corps
806 Connecticut Ave., N.W.
Room P 300
Washington, D.C. 20526
Telephone: (202) 254-3513
Attn: Mr. Joseph Radford
Director of Contracts

Ms. Kim Randall
(202) 254-3513
Ms. Barbara Hicks
(202) 523-3726

U.S. Government Printing Office
North Capitol and H Streets, N.W.
Room A 332
Washington, D.C. 20401
Telephone: (202) 275-2470
Attn: Mr. Robert Ramsey
Chief, General Procurement

Mr. Tom Hughes
Director
Materials Management
Service
(202) 275-2701

U.S. Postal Service
475 L'Enfant Plaza West, S.W.
Washington, D.C. 20060
Telephone: (202) 268-4633
Attn: Mr. Peter Evanko
Small Business Liaison

Railroad Retirement Board
2000 L Street, N.W., Suite 558
Washington, D.C. 20036
Telephone: (202) 653-9540
Attn: Mr. John C. Ficerai
Director, OSDBU

Small Business Administration
Office of Women's Business
Ownership
1441 L Street, N.W.
Room 414
Washington, D.C. 20416
Telephone: (202) 653-8000
Attn: Ms. Carol M. Crockett
Director

Smithsonian Institution
955 L'Enfant Plaza, S.W.
Suite 3120
Washington, D.C. 20024
Telephone: (202) 287-3343
Attn: Mr. Robert P. Perkins
Director, Office of Supply
Services

Tennessee Valley Authority
1000 Commerce Union Bank Bldg.
Chattanooga, Tennessee 37401
Telephone: (615) 751-6267
Attn Mr. Frank E. Alford
Director, OSD BU

Veterans Administration
811 Vermont Ave., N.W.
Room 310
Washington, D.C. 20420
Telephone: (202) 376-6996
Attn: Ms. Susan Livingstone
Director, OSD BU

Mr. Robert Lewin
(202) 287-3343

Ms. Mary Ella Stormant
(202) 376-6996

Section C

- **Subcontracting Opportunities**

Possible Prime Contractors Offering Subcontracting Opportunities

Planning Research Corporation
Room 6W3 professional services
1500 Planning Research Drive
McLean, Virginia 22102
Attention: Ms. Connie McEliece
(202) 556-1537

Price Waterhouse
1801 K Street, N.W.
Washington, D.C. 20006
Attention: Ms. Paula Nichols
(202) 524-1188

Wang Laboratories
One Industrial Avenue
Lowell, Massachusetts 01851
Attention: Mr. James Watson
(617) 656-1911

Mr. Frank C. Pulley
Interstate Van Lines Inc.
5801 Rolling Road
Springfield, Va. 22152
(703) 569-2121

District Moving and Storage, Inc.
3850 Penn Belt Place
Forestville, Md. 20028
(301) 420-3300

Mr. Randolph Barbee, Jr.
Victory Van Corporation
950 South Pickett Street
Alexandria, Virginia 22304
(703) 751-5200

Mr. Richard C. Myers
Colonial Storage Co.
6025 Kansas Ave., N.W.
Washington, D.C., 20011
(202) 864-8725

Mr. Ed Ruane
Mgr., Procurement/Logistics
J.A. Jones Construction
6060 St. Albans
Charlotte, N.C. 28287-1201
(704) 553-3515

Subcontracting Opportunities Available

Standard Supplies; ADP

Administrative support, including graphic services, audio-visual services, printing/reproduction services, ADP support, training methods support

Electrical parts

Boxes, crates, and other packing materials

Boxes, crates, and other packing materials

Boxes, crates, and other packing materials

Boxes, crates, and other packing materials

Various subcontract opportunities related to construction of new U.S. Embassy, Mogadishu, Somalia

Mr. Daniel H. Callahan
Paxton Van Lines, Inc.
5300 Port Royal Road
Springfield, Virginia 22151
(703) 321-7600

Boxes, crates, and other
packing materials

Mr. John H. Bartko, Jr.
Guardian Storage Inc.
Box 264
Waldorf, Md. 20601
(301) 843-6606

Boxes, crates, and other
packing packing

ITT Transmission & Macky Divisions
ITT Telecommunications Corp.
P.O. Box 58649
Raleigh, N.C. 27658
Attn: Mr. James Laurent
(919) 850-3000

Integrated circuit chips,
resistors, capacitors and
other components

Rockwell International Group
High Frequency Communications
Division
3200 East Renner Road
Richardson, TX 75081
Attn: Mr. Floyd Miller
(214) 705-1247

Various subcontract
opportunities

Dynalelectron Corporation
Systems Services Division
6862 Elm Street, Ste. 500
McLean, Virginia 22101
Mr. George Brenenstahl, Program Mgr.
Mr. Joe Kidd, Operations/Maintenance
Mgr. (703) 893-2000
Contract 1038-503246

Equipment/tools, office
furniture, workbenches,
storage shelving, office/ADP
supplies, ADP systems,
janitorial

American Communications Company
Division American Systems, Inc.
7535 Little River Turnpike
Annandale, Virginia 22003
Contact: Mr. Tim Ramp, Purchasing
Agent (703) 968-6300

Various subcontract
opportunities

Sverdrup Corporation
Embassy Task Group
1500 Wilson Boulevard, 7th Floor
Arlington, Virginia 22209-2454
Mr. Kent Steele
Mr. E. E. (Gene) Blalock
(703) 875-9626 or 875-9673

Prime and subcontracting
opportunities related to
overseas building design and
construction

Pinkerton Computer Consultants, Inc.
1900 No. Beauregard St., Ste. 200
Alexandria, Virginia 22311
Mr. James Craig
(703) 820-5571

Various subcontract
opportunities

American Management Systems, Inc.
1777 North Kent Street
Arlington, Virginia 22209
Ms. Julie Evans, Contract Administrator
(703) 841-6191

Various opportunities
related to data processing

Mr. George Hogeboom
Price Waterhouse
1801 K St., N.W.
Washington, D.C. 20006
(202) 296-0800

Audio-visual, data
processing data entry
(Under contract
ST0000-720075 FMS)

Mr. Robert Hardesty
ADT Security Systems
7641 Boston Boulevard
Springfield, Virginia 22153
(703) 960-8530

Conduit cables, etc.

Mr. Dennis Quire
Electrospace Systems, Inc.
1301 East Collins Blvd.
P.O. Box 831359
Richardson, TX 75083-1359
(714) 231-9303
Re: Contract 1111-720015

Electronic components,
cables, switches, power
supplies, etc.

J.S. Hornick, Tube Division
F.D. Kell, Product Division
Burle Industries, Inc.
1000 New Holland Avenue
Lancaster, Pennsylvania 17601-5688
(717) 295-6000

Various subcontract
opportunities

Federal Cartidge Company
900 Ehlen Drive
Anoha, MN 55303
Rick Bennett, Purchasing Mgr.
(612) 421-7100

Various subcontracting
opportunities (Std.
commercial plan)

Brunswick Corporation
Defense Division
2000 Brunswick Lane
DeLand, FL 32724
A. W. Brocious (904) 736-1700

MS hardware, wire,
electronic components,
etc. (Ref. RFP 1111-
820014)

Harbert International, Inc.
1 Riverchase Parkway, South
Birmingham, AL 35201
Mr. Claude Robert (205) 987-5500

IFR Systems, Inc.
10200 West York St.
Wichita, Kansas 67215-8935
Mr. David C. Orpin (316) 522-4981

Rockwell International Corp.
Collins Defense Communications
350 Collins Rd., N. E.
Cedar Rapids, Iowa 52498
T. G. Duffy, Manager, Contracts
(319) 395-2621
Contract 1049-879045

Mobile Communications of
General Electric
Mountain View Road
Lynchburg, Va. 24502-9989
Mr. Marc Burford (804) 528-7886

Burle Industries, Inc.
Tube and Security Division
1000 New Holland Avenue
Lancaster, Pa.
Mr. Joe Hornick or Mr. Donald Reed

Jaycor
1608 Spring Hill Rd.
Vienna, Va. 22180-2270
Mr. William P. Raines (703) 847-4000

Modif. 31, Contract 1049-589004
and
Modif. 9, Contract 1026-785096

Jaycor
11011 Torreyana Rd.
San Diego, CA 92121
Ms. Judy Rosenow,
Corporate Small Business Liaison
Officer
Contract #1049-959080

Various subcontracting
opportunities related to con-
struction of new U.S.
Embassy, Manama, Bahrain

Electronic components, radio
frequency crystals, crystals
filter, transformers, labels,
printed circuit boards,
switches, fuses, microwave
components.

Indirect materials (i.e. office
supplies, facilities
maintenance); electronic
components, mechanical
parts & raw materials
(Standard Commercial Plan)

Commercial Plan
(Government-wide) moving,
storage and installation,
security services, data entry,
printed circuit boards, die
castings, travel agency
services

Commercial Plan.
Electronic components,
miscellaneous supplies,
advertising

Various subcontract
opportunities

Various subcontract
opportunities

Section D

Some Contacts for Trade and Investment-Related Issues

Some Contacts for Trade and Investment-Related Issues

Department of State

Commercial Affairs	—Thomas Robinson	(202) 647-1683
Investment Affairs	—Marilyn A. Meyers	647-1128
Development Finance	—Stephen Ecton	647-9426
East-West Trade	—Patrick J. Nichols	647-2875
Trade Policy	—Don McConville	647-2320

Information about specific countries available from Department country desk officers. Telephone numbers obtained from rear of Department telephone book or from U.S. Government operator, (202) 655-4000.

Department of Commerce

Deputy Assistant Secretary

for Services —R. David Luft (202) 377-5261

Country Marketing:

Western Europe —Peter Hale 377-5341

Eastern Europe
and Soviet Affairs —Suzanne Lotarski 377-1104

Africa —Peter Cashman 377-2175

Near East —Albert Planagan 377-4441

South Asia —Jim Johnston 377-2954

Mexico and Carib-
bean Basin —Timothy Ashby 377-5327

South America —Peter B. Field 377-2436

People's Republic of
China and
Hong Kong —Jeff Lee 377-3583

Japan —Maureen Smith 377-4527

Investment Policy —Allen Lins 377-8053

Publications —Thomas Weatherspoon 377-5487

Foreign Commercial Service—Peter Frederick 377-8300

Export Licensing Information* 377-4811

Agency for International Development

Business Relations —John Wilkinson (703) 875-1551

Overseas Private Investment

Corporation —John Moore (202) 457-7187

Export-Import Bank —Hal Sundstrom (202) 566-8812

U.S. Trade Representative—Barbara North (202) 395-6120

*For exporting licensing information on munitions, or technology "uniquely" designed for military application, contact Department of State, Munitions Control (703) 875-6644 (Allan E. Suchinsky).

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FLARE